

EDITED KSAPC LISTING

CLASSIFICATION: ACCOUNTING OFFICER (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

| KSAPC Statements | |
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| Knowledge of: | |
| K1. | Comprehensive knowledge of accounting principles and procedures (i.e., GAAP) to effectively perform complex accounting functions (e.g., reconciliations, budgeting, preparation of financial statements, etc.). |
| K2. | Comprehensive knowledge of governmental accounting and budgeting to effectively apply accounting principles and procedures to a governmental entity (e.g., encumbrances, fund accounting, treatment of fixed assets, etc.). |
| K3. | Basic knowledge of the uniform accounting system (i.e., SAP, CALSTARS), financial organization and procedures of the State of California, and related laws, rules, and regulations to conform to statewide accounting practices and procedures. |
| K4. | Comprehensive knowledge of business management principles, including office methods and procedures to effectively plan, organize, and direct the workforce. |
| K5. | Comprehensive knowledge of public finance principles to maintain effective on-going contacts with public entities (e.g., vendors, local/federal governmental jurisdictions, etc.). |
| K6. | Basic knowledge of business law to effectively interpret and apply contract terms and conditions (e.g., purchase orders, service contracts, etc.). |
| K7. | Comprehensive knowledge of the principles and techniques of personnel management and supervision to effectively plan, organize, and direct the work of others. |
| K8. | Comprehensive knowledge of planning, organizing, and directing the work of others. |
| K9. | Basic knowledge of the department's Equal Employment Opportunity Program objectives. |
| K10. | Basic knowledge of a supervisor's role in the department's Equal Employment Opportunity Program and the processes available to ensure compliance, maintain a work environment free from harassment and discrimination, and meet Equal Employment Opportunity Program objectives. |
| K11. | Comprehensive knowledge of mathematical computations to complete accounting functions and ensure accuracy of transactions performed. |

KSAPCs highlighted in bold text are not currently on the SPB classification specification

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| Skill to: | |
| A1. | Apply accounting principles, procedures, and office methods to effectively and accurately perform accounting functions. |
| A2. | Analyze data and draw sound conclusions to accurately process, provide, and implement accounting information. |
| A3. | Analyze situations and data accurately to develop and adopt an effective course of action. |
| A4. | Prepare clear, complete, and concise reports (e.g., statistical, penalty and audit.) with the use of various accounting tools (e.g. SAP/CALSTARS, software and microfiche) to provide direction and information on a wide variety of accounting functions. |
| A5. | Make sound decisions and recommendations in regard to accounting functions while maintaining control of the department's budget. |
| A6. | Effectively apply interpersonal and communication techniques to secure and maintain the respect and cooperation of others. |
| A7. | Communicate effectively in order to exchange information and/or provide direction to staff and others. |
| A8. | Effectively contribute to the Department's Equal Employment Opportunity Program. |
| A9. | Apply mathematical computations to complete accounting functions and ensure accuracy of transactions performed. |

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| <i>Personal Characteristics:</i> | |
| PC1. | Ability to qualify for a fidelity bond. |